

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
FEBRUARY 12, 2003**

The On-site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, February 12, 2003, at 1 p.m. Eastern Standard Time (EST). Chairperson Mr. Alfredo Sotomayor of the Wisconsin Department of Natural Resources led the meeting. A list of action items generated during this meeting is given in Attachment A. A list of participants is given in Attachment B. The meeting agenda is given in Attachment C. *The purpose of the meeting was to review the Agenda for NELAC 9, discuss the proceedings of the Performance Based Measurement Systems (PBMS) meeting sponsored by the Institute for National Environmental Laboratory Accreditation (INELA), and to plan for future teleconferences.*

INTRODUCTION

Mr. Sotomayor called the meeting to order. He reviewed the status of the action items generated during the last meeting. Mr. Sotomayor informed the committee that he would send the minutes of the last meeting by February 14.

Mr. Charles Dyer finalized the Checklist to Chapter 5 and incorporated a few minor editorial changes suggested by Ms. Marlene Moore. He has shared the final version of the checklist with members of the Accrediting Authority Workgroup.

Mr. Sotomayor has not drafted the language changes to Section 3.2.7 h of the NELAC Standards, but will do so by the end of the month.

Mr. Sotomayor related that no new information would be posted in the NELAC website until the National Environmental Laboratory Accreditation Program (NELAP) director has been appointed.

Mr. Sotomayor confirmed that the committee's directory was ready to be sent to RTI.

PBMS MEETING

Ms. Moore, Mr. Dyer, and Mr. Sotomayor attended a meeting sponsored by INELA and the NELAC Quality Systems Committee on January 28 and 29, 2003, at EPA Region 2 headquarters, pertaining to changes incorporating PBMS to Chapter 5. Mr. Sotomayor related that during the meeting's two days proposals, were presented regarding initial validation of "non-standard" methods as well as on-going validation for all methods. Participants debated among other things, what could constitute "non-standard" methods and matrices that could be used for performing validations.

Mr. Moore acted as facilitator for the first day of the meeting. Mr. Dyer reported that the meeting was valuable and that he felt more comfortable with the proposed changes.

NELAC 9 AGENDA

Mr. Sotomayor reviewed the agenda for NELAC 9 with the committee. Two training courses will be offered on Sunday, June 2. The INELA session will start on Monday and will continue until mid-morning Tuesday. A forum for assessors is scheduled for Monday morning. The NELAC On-site Assessment Committee session will take place on Wednesday morning, while the NELAC voting session is scheduled for Thursday afternoon. The Environmental Laboratory Advisory Board (ELAB) will meet on Friday morning.

FUTURE TELECONFERENCES

After some discussion, the committee agreed to hold separate INELA and NELAC teleconferences. The bulk of the INELA teleconferences will be devoted to planning the Assessor Forum for NELAC 9. The next scheduled teleconference on February 26 will be an INELA On-site Assessment Committee meeting. Mr. Sotomayor will make arrangements for telephone lines with INELA.

Mr. Sotomayor also added “assessor technical qualifications” to the list of topics for possible discussion by the NELAC On-site Assessment Committee before NELAC 9.

CONCLUSION

The meeting was adjourned shortly before 2:00 p.m. EST.

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING
FEBRUARY 12, 2003**

Item No.	Action	Date to be Completed
1.	Mr. Sotomayor will arrange lines for the first INELA meeting of the On-Site Assessment Committee.	02/24/2003
2.	Mr. Sotomayor will make arrangements to cancel the line reserved for the NELAC On-site Assessment teleconference on February 26.	02/21/2003
3.	Mr. Sotomayor will send the corrected version of the NELAC On-site Assessment Committee directory to RTI.	02/17/2003

**PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
NOVEMBER 6, 2002**

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AGENDA

On-Site Assessment Committee
February 12, 2003
1:00 – 2:30 pm (EST)

1:00 – 1:05	Attendance
1:05 – 1:15	Agenda Repair Announcements Status of Action Items
1:15 – 1:30	PBMS Meeting
1:30 – 1:45	NELAC 9 Agenda
1:45 – 2:25	Future Teleconferences --NELAC --INELA
2:25 – 2:30	Next Steps/Adjournment